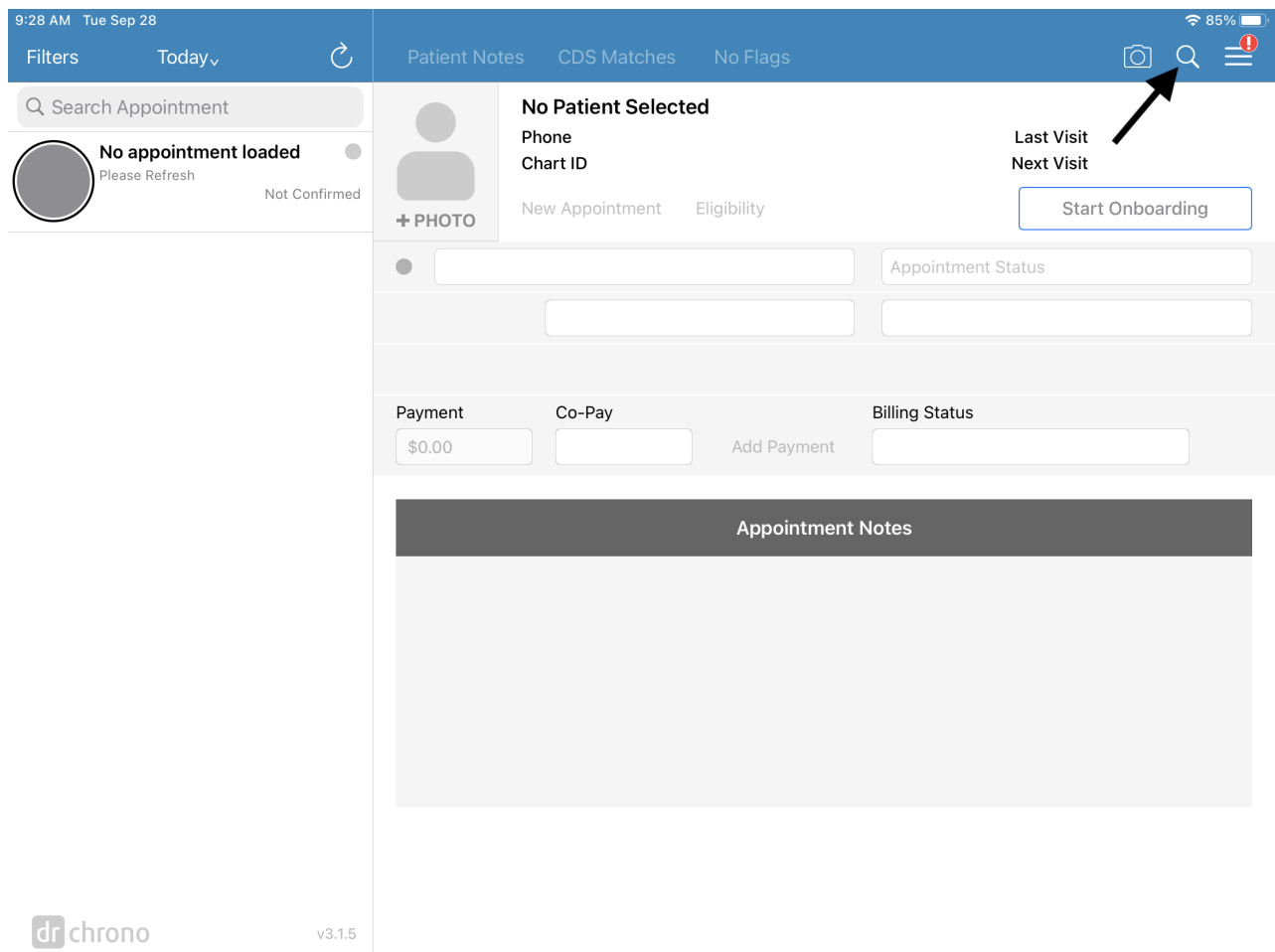# Creating an Appointment through the Check-In App

07/08/2024 7:36 pm EDT

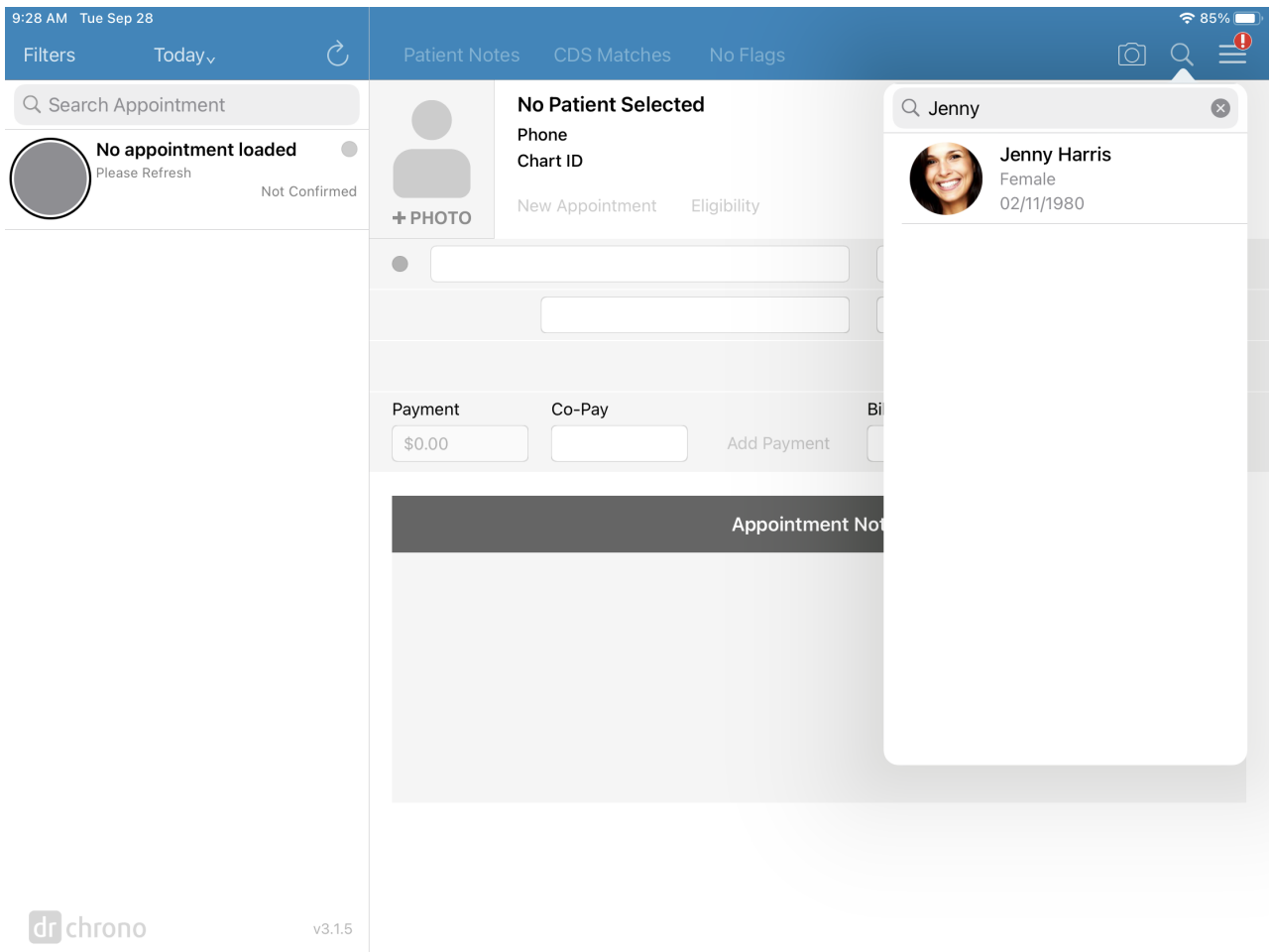You can add appointments on the check-in app from the main screen.

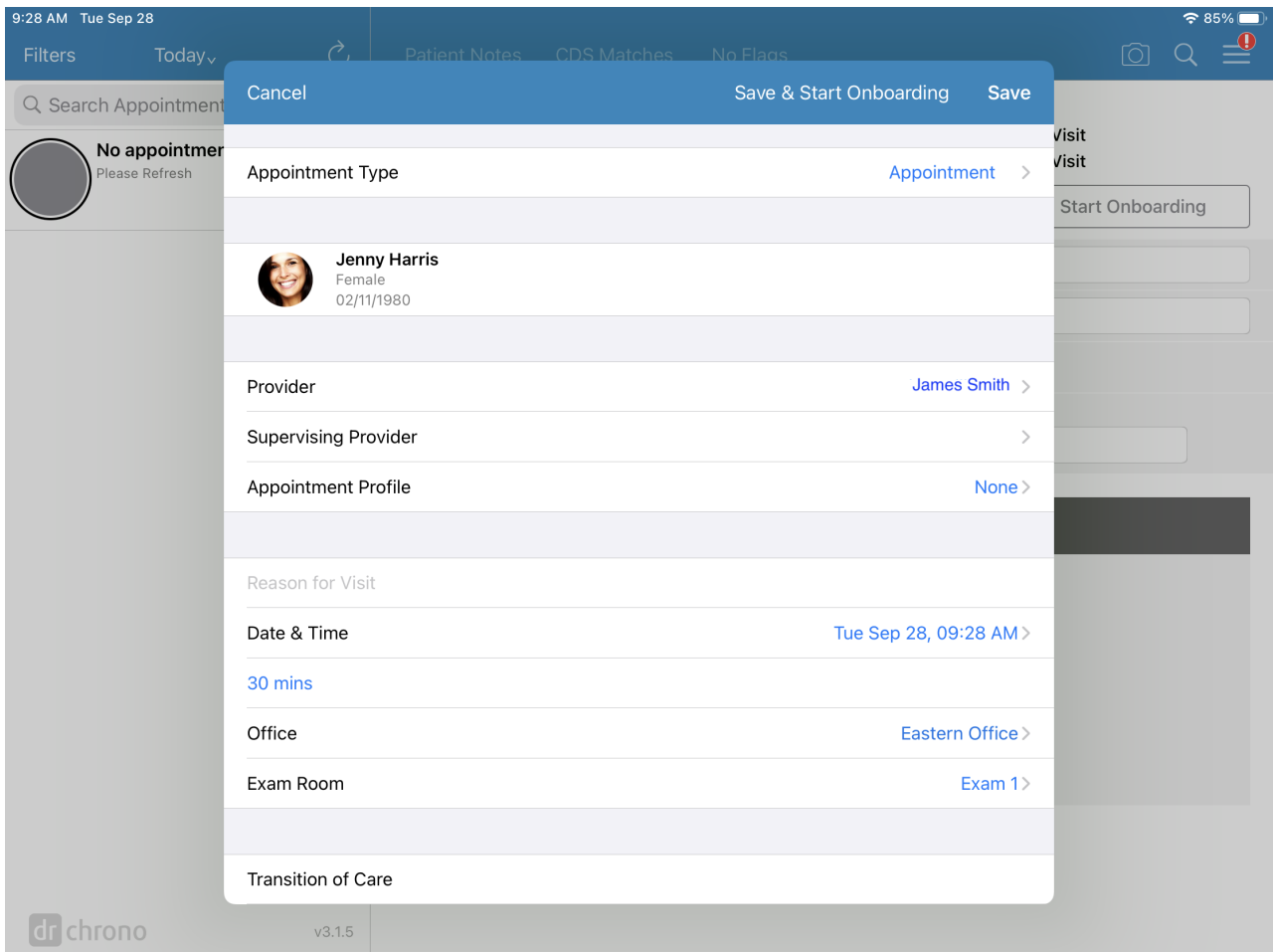1. Search for the patient you need by tapping on the search icon (

).

2. Enter the patient's name.

3. From the screen below you can select the relevant appointment information like provider, exam room, and appointment profile. Tap **Date & Time** to change the date and time of the appointment.

Filters   Today ˅   Patient Notes   CDS Matches   No Flags

Search Appointment

No appointment
Please Refresh

Cancel   Save & Start Onboarding   **Save**

Appointment Type   Appointment >

Jenny Harris
Female
02/11/1980

Provider   James Smith >

Supervising Provider   >

Appointment Profile   None >

Reason for Visit

Date & Time   Tue Sep 28, 09:28 AM >

30 mins

Office   Eastern Office >

Exam Room   Exam 1 >

Transition of Care

dr chrono   v3.1.5

Start Onboarding

4. You can then use the tools to select the time and date. When finished, select **Save** to save the appointment and return to the main screen. Tap **Save & Start Onboarding** to hand the iPad to the patient for them to check in.

Filters   Today ⌄   Patient Notes   CDS Matches   No Flags

🔍 Search Appointment   Visit
                                                                                         Visit
⬤ No appointment   Start Onboarding
    Please Refresh

Cancel   Save & Start Onboarding   Save

Supervising Provider   ›

Appointment Profile   None ›

Reason for Visit

Date & Time   Tue Sep 28, 09:40 AM ›

Today   2 Weeks   1 Month   3 Months   6 Months   1 Year

        Sat Sep 25   6   37
        Sun Sep 26   7   38   Existing Appointments on Sep 28, 2021
        Mon Sep 27   8   39
        Today   9   40   AM
        Wed Sep 29   10   41   PM   No Appointments Scheduled
        Thu Sep 30   11   42
        Fri Oct 1   12   43

30 mins

Office   Eastern Office ›

Exam Room   Exam 1 ›

Transition of Care

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